

**CA-PMI****Project Name:** FI\$Cal Project**OCIO Project #:** 8860-30**Department:** Finance**Revision Date:** 7/5/09**Status Report****Status Report – Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Tasks such as finalizing the RFP and conducting the software and system integrator procurement were on hold pending completion of the project review by Grant Thornton, LLP.	Finalization of the solution RFP was delayed based on the implementation of the project roadmap for moving forward.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining the schedule that establishes new dates for milestones.
2. Were any key milestones or deliverables rescheduled?	Yes	Tasks such as finalizing the RFP and conducting the software and system integrator procurement were on hold pending completion of the project review by Grant Thornton, LLP.	The development and release of the software / systems integrator RFP has been delayed.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining the schedule that establishes new dates for milestones.

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3. Was work done that was not planned?	Yes	The project review conducted by Grant Thornton, LLP, was not included in the last approved SPR.	The project review included project objectives, business requirements, governance and organization structure, sourcing strategy, and project implementation approach.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining the schedule that establishes new dates for tasks.
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	Yes	The project review conducted by Grant Thornton, LLP, was not included in the last approved SPR.	The project review included project objectives, business requirements, governance and organization structure, sourcing strategy, and project implementation approach.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining the schedule that establishes dates for new milestones.
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Tasks such as finalizing the RFP, and conducting the software and system integrator procurement were on hold pending completion of the project review by Grant Thornton, LLP.	Delay of the schedule represented in SPR #2.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining the schedule that establishes new dates for milestones.
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	Yes	The Project has not been able to fill or backfill some critical positions in the PMO, VMO, and Admin.	PMO - Reduced ability to control, monitor, track and report project activities. VMO - Reduced ability to develop supporting the solutions RFP and supporting contracts. Admin - Reduced ability to support project hiring and budget administration. Project Partner staffing is also on hold pending approval of requested positions.	The project has revised it's hiring plan and received approval from the Steering Committee to manage, refine and implement the plan. The project will report the hiring status monthly to the Committee.
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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		

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6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	The Project has identified staffing risks relative to key staff turnover and the unavailability of knowledgeable staff.	Develop and implement mitigation strategies.

**Current Status and Accomplishments:***Describe deliverables completed and milestones met during **this reporting period**.*

- Developed a new project schedule based upon the Grant Thornton recommendation as approved by the Steering Committee
- Received Steering Committee approval to baseline the new project schedule
- Developed a new hiring plan based on the Grant Thornton recommendation as approved by the Steering Committee
- Received Steering Committee approval to implement and manage the hiring plan
- Developed a schedule to revise all project management plans and processes
- Began training project staff on project management plans and processes
- Developed an RFI to allow vendors to review and comment on functional and non functional requirements
- Received Steering Committee approval to allow the fit-gap vendors to offer a solution for local government use of Leveraged Procurement Agreements

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<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>Cause &amp; Impact to Implementation Date</b>	<b>Date Completed</b>
Initial Planning •Convene Steering Committee •Conduct procurement for chart of accounts analysis and acquisition assistance	1/31/06		Complete		1/31/06
Chart of Accounts and Standards and Requirements Workshops •Analyze the existing Uniform Codes Manual •Develop a strategy for statewide chart of accounts and standards •Explore market alternatives •Develop business requirements	10/31/06		Complete		10/31/06
Special Project Report •Reevaluate project goals and statewide approach	11/30/06		Complete		11/30/06
Procurement •Develop Draft RFP	8/31/07		Complete		8/31/07
Memorandum of Understanding (MOU) •Complete MOU to provide the framework for the partnership of DOF, SCO, STO, and DGS in compliance with Budget Bill language	10/31/07		Complete		10/31/07
Special Project Report #2 •Develop SPR #2 at the direction of the Legislature in compliance with Budget Bill language	1/31/08		Complete		12/31/07

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Special Project Report #3 • Develop a new SPR based on the Grant Thornton project review as approved by the Steering Committee	6/1/09	11/23/09	In process		
Pre-Fit Gap Activities • Conduct Department Surveys • Chart of Accounts Design • Master Vender File Design • As Is Documentation	4/20/09	9/13/10	In process		
Conduct RFP for Software and System Integrator • Conduct the RFP for statewide software and system integrator services using the Grant Thornton recommended sourcing strategy as adopted by the Steering Committee	5/18/09	5/4/10	In process		
Conduct Stage I Acquisition • Select Fit Gap Vendors	5/21/10	9/3/10			
Execute Fit Gap • Conduct Fit Gap	9/13/10	5/27/11			

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Conduct Stage II Acquisition • Evaluate Proposals	6/17/11	12/30/11			
Award Stage II Contract • Software and System Integrator	12/30/11	12/30/11			

# CA-PMI

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## Status Report

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	The Project has developed a new schedule to reflect the go forward strategy recommended by Grant Thornton Project Approach and approved by the Steering Committee. <b>The Project is "on plan" for the new schedule approved on 6/25/09; however, it continues to report this metric against SPR 2 until SPR 3 is approved.</b>
Milestones			X	The Project has developed a new schedule to reflect the go forward strategy recommended by Grant Thornton Project Approach and approved by the Steering Committee. <b>The Project is "on plan" for the new schedule approved on 6/25/09; however, it continues to report this metric against SPR 2 until SPR 3 is approved.</b>
Deliverables			X	The Project has developed a new schedule to reflect the go forward strategy recommended by Grant Thornton Project Approach and approved by the Steering Committee. <b>The Project is "on plan" for the new schedule approved on 6/25/09; however, it continues to report this metric against SPR 2 until SPR 3 is approved.</b>
Resources (lower)			X	The current resource utilization is lower than projected. The Project has received Steering Committee approval to resource needs based upon Grant Thornton's Project Approach recommendations. <b>The Project is "on plan" to acquire resources based upon the schedule approved on 6/25/09; however, it continues to report this metric against SPR 2 until SPR 3 is approved.</b>
OneTime Cost (lower)			X	The current one-time costs are lower than projected. The Project is currently developing SPR 3 for one-time costs based upon Grant Thornton's Project Approach recommendations.
Continuing Cost	X			The Project is currently developing SPR 3 for continuing costs based upon Grant Thornton's Project Approach recommendations.

**CA-PMMI****Project Name:** FI\$Cal Project**OCIO Project #:** 8860-30**Department:** Finance**Revision Date:** 7/5/09**Status Report****Status Reports – Sponsor to Steering Committee****Summary Milestones and Highlights**

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Initial Planning •Convene Steering Committee •Conduct procurement for chart of accounts analysis and acquisition assistance	1/31/06		Complete		1/31/06
Chart of Accounts and Standards and Requirements Workshops •Analyze the existing Uniform Codes Manual •Develop a strategy for statewide chart of accounts and standards •Explore market alternatives •Develop business requirements	10/31/06		Complete		10/31/06
Special Project Report •Reevaluate project goals and statewide approach	11/30/06		Complete		11/30/06
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Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	The Project has developed a new schedule to reflect the go forward strategy recommended by Grant Thornton Project Approach and approved by the Steering Committee. The Project is "on plan" for the new schedule approved on 6/25/09; however, it continues to report this metric against SPR 2 until SPR 3 is approved.
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One Time Cost			X	The current one-time costs are lower than projected. The Project is currently developing SPR 3 for one-time costs based upon Grant Thornton's Project Approach recommendations.
Continuing Cost	X			The Project is currently developing SPR 3 for continuing costs based upon Grant Thornton's Project Approach recommendations.

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## Status Report

## Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	1
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate engagement	2	
8. Strategy Alignment	Strong alignment	0	1
	Partial alignment	1	
	Weak or no alignment	2	

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9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	1
	Moderately Effective	1	
	Ineffective	2	
<b>Total</b>			<b>3</b>

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

**Vendor Viability Rating Rationale**

The Project is in the planning phase and does not have an integration vendor.